

EMERGENCY RESPONSE PLAN
FOR THE
TOWNSHIP OF
ADMASTON/BROMLEY

11/04/2006

CORPORATION OF THE
TOWNSHIP OF ADMASTON/BROMLEY

EMERGENCY PLANNING POLICY STATEMENT

The Council of the Township of Admaston/Bromley, in their capacity as community leaders, is committed to advancing emergency preparedness within its community through compliance with the Emergency Plans Act, 1983.

The Corporation of the Township of Admaston/Bromley is responsible for the health and safety of its citizens. These responsibilities include the initiation and implementation of policies and guidelines to mitigate disasters occurring within the Township.

Our commitment is to provide a context for emergency preparedness and response, as well as to emphasize the need for a system to effectively manage disaster situations.

As the corporation, its employees, and the citizens of the Township of Admaston/Bromley are jointly responsible for health and safety within its community, a firm commitment by all parties will ensure the success of these goals and activities.

SIGNED AND SEALED at:

This 6th day of January 2000

Raye-Anne Briscoe, Mayor
Beverly Briscoe, Clerk-Treasurer

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INTRODUCTION

This Emergency Plan has been prepared to provide key officials within the Corporation of the Township of Admaston/Bromley with general guidelines to the initial response to an emergency and an overview of their responsibilities during an emergency.

THIS PLAN MAY BE ACTIVATED WHEN DEEMED NECESSARY BY THE FOLLOWING PERSONNEL:

- the Mayor
- the Clerk-Treasurer
- a Senior Police Officer
- the Fire Chief
- the Road Superintendent

THE MAYOR OR ACTING MAYOR MAY ONLY DECLARE AN EMERGENCY.

Without limiting the scope and nature of this Emergency Plan, it will specifically address the method of coping with potential hazards and risks determined to be associated with the Township of Admaston/Bromley.

11/04/2006

EMERGENCY PLAN
BY-LAW NO.07-2000

A CONTINGENCY PLAN FOR THE MUNICIPAL EMERGENCY RESPONSE FOR
THE TOWNSHIP OF ADMASTON/BROMLEY

A by-law formulating a plan for protecting property and the health, safety and welfare of the inhabitants of an emergency area.

WHEREAS, THE Province of Ontario has passed an Act which provides for the formulation and implementation of emergency plans by the Council of a Community;

AND WHEREAS, THIS Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof and also provides the Head of Council with authority to take such action or deliver such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the community and to protect property and the health, safety and welfare of the inhabitants of an emergency area;

AND WHEREAS, THE Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS, THE Act authorizes employees of a community to take action under the emergency plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE, THE Council of the Corporation of the Township of Admaston/
Bromley enacts as follows:

1. That the Emergency Plan attached hereto as Schedule "A" of this By-law is hereby adopted;
2. That the Head of Council or designated alternate as provided in the plan is empowered to declare an emergency and implement the plan;
3. That certain appointed officials or their designated alternates as provided for in Annex 2 herewith are empowered to cause an emergency alert to be issued to members of the Emergency Operations Team and to take action under the emergency plan where an emergency exists but has not yet been declared to exist;
and
4. That annually, the Emergency Operations Team will cause the emergency plan to be reviewed and to make such changes to its appendices as are considered appropriate while referring all other changes to Council for further review and approval.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
6th DAY OF JANUARY, 2000.**

Raye-Anne Briscoe, Mayor

Beverly Briscoe, Clerk-Treasurer

KEY DEFINITIONS

AGENCY means any department or office of the Corporation, any local board or department of the County of Renfrew, any other area municipality in the County area, or any other support group that has agreed to participate in the response to a particular emergency in the Township of Admaston/Bromley.

CLERK-TREASURER means the senior non-elected staff person within the Corporation.

COMMUNITY CONTROL GROUP (CCG) means the designated group who will implement, control and guide all aspects of the emergency response.

CORPORATION means the Corporation of the Township of Admaston/Bromley.

EMERGENCY means a situation caused by the forces of nature, an accident, an intentional act or otherwise that results, or may result, in a danger to life or property, social disruption, or a breakdown in the flow of essential goods, services or resources, so serious as to warrant implementation of the procedures as detailed in the Emergency Response Plan.

EMERGENCY OPERATIONS CENTRE (EOC) means the communications equipped facility, which serves as a control centre and command post for the Community Control Group.

EMERGENCY SITE means the location where activities related to a specific incident are conducted. It includes the entire area affected by the hazard, and all adjacent areas used by responders and their equipment in response to the incident.

EMERGENCY SITE MANAGER (ESM) means the person, appointed by the mayor, is responsible for co-ordinating all of the activities at the emergency site.

FIRE CHIEF means the Chief of the Fire Department that services the Municipality.

MAYOR means the Mayor as Head of Council of the Corporation or the Acting Mayor or his/her delegated representative.

MUNICIPALITY means the Corporation of the Township of Admaston/Bromley.

POLICE means a senior member of the O.P.P. network who will be responsible to provide policing services to the Township of Admaston/Bromley.

RECEPTION CENTRE means a location where evacuees are received, documented, and personal needs identified and referred.

ROAD SUPERINTENDENT means the Senior Public Works Officer of the Corporation of the Township of Admaston/Bromley.

AIM

The aim of this Plan is to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Admaston/Bromley when faced with an emergency and to provide a mechanism for ensuring a prompt and co-ordinated response by the Corporation to any emergency or disaster within its jurisdiction or in support of any municipality that may request assistance through activation of Mutual Aid Agreements.

SCOPE

To meet the needs of this Plan, it has been designed to provide direction and guidance, ranging from a single unit response to a fully co-ordinated, collective emergency response involving all municipal personnel. It may be implemented in whole or in part, depending on the particular requirements of the situation at hand.

This Emergency Response Plan provides the basis for responding to any emergency regardless of the type or magnitude. It describes the emergency response concept and structure and delineates the respective responsibilities of all personnel within the structure.

AUTHORITY

This Plan is approved and ordered by the Lieutenant Governor in Council in accordance with the provisions of the Emergency Management Act.

AN OVERVIEW OF THE EMERGENCY RESPONSE SYSTEM

It is the responsibility of the agency, which is first at the scene of an emergency to notify the Clerk-Treasurer (see Annex 1) that an emergency or potential emergency exists. If the size or seriousness of the emergency seems beyond the capability of that agency, the plan shall be initiated.

The emergency response process will require municipal employees (or agencies) to:

- activate the emergency response plan;
- seal the site;
- find and care for casualties;
- assess the damage;
- identify the dangers;
- notify and assemble the Community Control Group (CCG);
- declare an emergency;
- designate an Emergency Site Manager;
- assess the need for additional resources and arrange to get them;
- notify other agencies and levels of government;
- activate other emergency response plans; other levels of government, hospitals, fire fighting, ambulance services, mutual aid agreements;
- alert the public to the danger;
- evacuate the threatened area;
- provide accurate information to the media and public;
- resolve the emergency;
- take mitigating action to reduce or prevent the impact of emergencies,
- return evacuees to their homes;
- to provide disaster assistance to return to normal, and
- assess the emergency response and make improvements.

COMMUNITY CONTROL GROUP

For the proper administration and implementation of this Emergency Response Plan, there is hereby established an Community Control Group, under the Chairmanship of the Township Mayor, which will be composed of the persons listed in Annex 2.

DECLARING AN EMERGENCY

Under the Emergency Management Act, the "Head of Council may declare that an emergency exists in the community or in any part thereof and may take such action and may make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Response Plan of the community and to protect property and the health, safety and welfare of the inhabitants of the emergency area".

ACTION PRIOR TO DECLARATION

When an emergency exists but has not yet been declared to exist, Municipal employees may take such action(s) under this Emergency Response Plan as may be required to protect lives and property in the Township of Admaston/Bromley.

ALERT/NOTIFICATION PROCEDURES

The first Responders to reach an emergency scene (Police, Fire or Ambulance) will have been provided with copies of the Township of Admaston /Bromley Emergency Response Plan.

With reference to Annex 1, the first Responders shall immediately notify the Clerk-Treasurer of the details of the crisis.

The Clerk-Treasurer will immediately notify the Mayor of the pending crisis and then communicate and place department heads within the Municipal structure on alert.

Once notified, if the situation warrants, the following Municipal personnel may initiate an emergency response:

- the Mayor
- the Clerk-Treasurer
- the Fire Chief
- the Roads Superintendent .

Should an emergency response be initiated, the Clerk-Treasurer's responsibility to notify all members of the Community Control Group (Annex 2) to assemble at the designated Emergency Operations Centre.

Once the Team has assembled, they will review the current status of the crisis, and as a group, shall decide if a state-of-emergency should be declared.

If the Mayor declares a state-of-emergency, the Clerk-Treasurer shall immediately notify the Ontario Provincial Police, and Emergency Management Ontario and the County of Renfrew.

At the earliest convenience, a confirmation letter declaring the emergency shall be sent to the Ministry of Public Safety and Security. In addition, all mutual aid partners shall be notified to commence participation and/or be put on alert to the crisis.

DESIGNATION OF EMERGENCY SITE MANAGER

The Emergency Site Manager shall be appointed by the Mayor, after consultation with the lead agencies on site, to co-ordinate the efforts of the emergency response at the site of the crisis. The nature of the emergency may dictate the most appropriate candidate to assume this position.

INITIAL EMERGENCY SITE CONSIDERATIONS

- seal the site
- find and care for casualties
- assess the damage
- identify the dangers
- make detailed report to the Emergency Operations Team

The Emergency Site Manager's first action shall be to isolate the emergency site. The Emergency Site Manager shall then establish an outer and an inner perimeter.

Access to the outer perimeter shall be restricted to the Emergency Response Agencies and others who have a specific role in the response.

In the event of an emergency beyond 72 hours, the outer perimeter shall include staging areas for equipment and vehicles, rest areas for emergency workers, facilities for feeding workers, communications equipment, a treatment area, and whatever other facilities may be necessary.

Within the outer perimeter, an inner perimeter shall be established around the actual site of the emergency, with access limited to those directly involved in dealing with the crisis.

If necessary, the Ontario Provincial Police may be requested to remove unwanted people from within the established emergency site.

PUBLIC NOTIFICATION

Public awareness and support is an important element in emergency planning. The Community Control Group shall make every effort to secure public participation in on-going field exercises and tests of the Emergency Response Plan.

In addition, this Emergency Response Plan shall include provisions for disseminating information to the public during an emergency, and for securing public co-operation for the measures being instituted.

The method of notification may be through the news media, by mobile loudspeaker, or through door-to-door canvassing.

All notifications, reports, updates and media releases will be prepared in co-operation with the Community Control Group. As head of this Group, the Mayor has the exclusive right to include or delete any material presented, and must review all documents prior to release.

GOVERNMENT ASSISTANCE

Annex 5 and 6 detail the Government Agencies who may be concerned in a specific disaster.

Should government assistance be required, the Duty Manager at Emergency Management Ontario will dispatch a Field Agent to the municipality if he/she is requested to do so.

When the Field Agent arrives, he/she will work with the Community Control Group to evaluate the current status of the crisis, define what has been done, and establish what is left to do.

From this evaluation, and at the request of the Mayor, the Field Agent can arrange for material resources and people to help deal with the crisis if it is determined that the Municipal forces are overwhelmed by the crisis.

TERMINATING AN EMERGENCY

The termination of an emergency is the final official statement by the Mayor that the emergency is over. It is issued to all emergency workers, to the public via the media, the provincial government, the Municipal Council, the County, and neighbouring community officials, as required.

Only the Mayor or his/her Acting Representative may terminate a declared emergency. A written confirmation of this termination shall be sent to Emergency Management Ontario.

ANNUAL TESTING OF THE PLAN

Key components of the emergency response system will be tested annually to maintain the overall effectiveness of this emergency response plan and provide training for the Community Control Group and all supporting staff.

Revisions to this plan will incorporate recommendations stemming from such exercises.

ANNUAL REVIEW

This plan will be reviewed annually by the Community Control Group and the Emergency Management Committee.

PLAN DISTRIBUTION

A record shall be kept of all parties who receive a copy of this emergency response plan. This record shall be maintained in as current a state as possible so that all plan holders may be contacted and sent revisions and/or updates as may be warranted from time to time.

PLAN REVISIONS AND UPDATES

It is understood that the annexes may be amended from time to time as the information changes, and that no formal by-law amendment shall be necessary for such revision. All other changes to the by-law must be referred to Council for further review and approval.

RECORD OF AMENDMENTS

A permanent record book to record all changes to the emergency plan by-law shall be maintained by the Clerk-Treasurer.

RESPONSIBILITIES COMMUNITY CONTROL GROUP

The Community Control Group, as established by the Municipality, is identified in Annex 2.

The Community Control Group may function with only a limited number of persons, depending on the emergency. This shall not preclude the notification, however, of all members of the Community Control Group when the plan is initiated.

The Community Control Group, under the Chairmanship of the Mayor, or his/her delegate shall have and exercise the following responsibilities:

- a) the authority and responsibilities assigned by the Emergency Response Plan;
- b) the authority and responsibilities for the proper administration and implementation of the Emergency Response Plan, including authority to make expenditures as the said Group deems necessary in the circumstances;
- c) to provide for the proper management and control of the Corporation response to emergencies in the municipality and in other municipalities on a mutual basis;
- d) each member of the Community Control Group will be assigned specific responsibilities which they will undertake and pursue in the course of an emergency response;
- e) each member of the Community Control Group is responsible for calling out and mobilizing the emergency service or agency under his/her jurisdiction;
- f) each member of the Community Control Group is responsible for the co-ordination and direction of their service and ensuring that any actions necessary for the mitigation of any of the effects of the emergency, are taken, provided they are not contrary to law;
- g) the Community Control Group may have to consider designating an area in their Municipality as an "Emergency Area";
- h) each member of the Community Control Group is responsible for notifying that service, agency or group under their control or with whom they are working, of a declaration or termination of the emergency;
- i) each member of the Community Control Group is responsible for maintaining a log outlining actions regarding their decisions or orders made and submitting a summary of the log to the Clerk-Treasurer within one week after the emergency;

- j) each member involved in the emergency is responsible for participating in the debriefing concerning the emergency;
- k) some or all of the following actions/decisions may have to be considered and dealt with by the Community Control Group:
 - advising Head of Council to declare an emergency;
 - "authorizing expenditures" of funds for implementing the emergency response plan;
 - "evacuating" those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source;
 - "casualty collection and evacuation" in support of County Health Care authorities;
 - "dispersing people" not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of an emergency response;
 - "discontinuing utilities" or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area;
 - "arranging for accommodation and welfare" on a temporary basis, for any residents who are in need of assistance due to displacement as a result of the emergency;
 - "calling in and employment of any Municipal/County personnel and equipment" which is required in the emergency;
 - "arranging for services and equipment" from local agencies not under Municipal/County control, i.e. private contractors, volunteer agencies, service clubs, etc.;
 - "arranging assistance" from other levels of government, agencies and volunteer groups as may be required by the emergency; and
 - continuing to perform (or delegate) their normal daily work functions to provide ongoing services to all areas of the Municipality which have not been affected by the emergency.

NOTE: Specific emergencies may alter the responsibilities of individual members of the Community Control Group. As a result, the responsibilities described for the members of the Community Control Group will vary with the particular type of emergency encountered.

05/04/2005

THE MAYOR, as Head of Council, shall:

- a) when deemed necessary, activate the Plan;
- b) chair meetings of the Community Control Group;
- c) appoint an agency to provide an Emergency Site Manager, if required;
- d) declare and terminate the formal emergency as required;
- e) be responsible for media releases;
- f) request the County Government to activate the County Emergency Response Plan in the event the emergency is beyond the capabilities of the municipality or as deemed necessary; and
- g) maintain a log of all actions taken.

THE CLERK-TREASURER shall:

- a) maintain municipal responsibilities;
- b) on being informed or becoming aware that an emergency situation has occurred, or is likely to occur, immediately notify the O.P.P., the Mayor and order all necessary municipal personnel to be placed on standby until further notified;
- c) develop a tentative budget and authorize expenditures;
- d) assist the Mayor in the performance of his/her duties;
- e) be responsible for approving media releases in the event the Mayor is not available to do so;
- f) liaison with adjacent municipalities and other applicable bodies, as required;
- g) ensure a media co-ordinator has been appointed;
- h) ensure that the personnel and resources identified in the Plan are available and have been mobilized;
- i) in the event that key resources are not available, shall assist in arranging alternate supply sources;
- j) approve capital expenditure and balance all monetary accounting day by day;
- k) ensure the safety of essential records and ensure that proper records are kept with reference to expenditures for equipment and materials, etc., and
- l) maintain a log of all actions taken.

THE FIRE CHIEF shall:

- a) when deemed necessary, activate the plan;
- b) conduct fire fighting operations;
- c) direct and/or assist rescue operations;
- c) activate the mutual fire aid system if required;
- e) designate and procure specialized equipment;
- f) appoint an Emergency Site Manager, if requested;
- g) request and co-ordinate specialized services, e.g. CANUTEC, chemical response teams, etc.; and
- h) maintain a log of all actions taken.
- i) notify County Fire Co-ordinator and request a HAZMAT team if required.

THE ROADS SUPERINTENDENT shall:

- a) when deemed necessary, activate the plan;
- b) provide municipal equipment and personnel as necessary;
- c) arrange for procurement of special equipment, e.g. heavy duty cranes, pumps, etc.;
- d) provide flashers and barricades as needed;
- e) arrange with public utilities to disconnect any services which represent a hazard;
- f) advise the Community Control Group when sustained damage to buildings exceeds safety limits;
- g) take part in clean-up operations and repair of damages where there is municipal responsibilities;
- h) assist in activating any specific emergency plans;
- i) maintain and activate the alternate Emergency Operations Centre, if required;
- j) appoint an Emergency Site Manager, if required; and
- k) maintain a log of all actions taken.

THE SENIOR OPP OFFICER shall:

- a) when deemed necessary, activate the plan;
- b) control, and if necessary, disperse crowds within the Emergency Area;
- c) seal off the Emergency Area in the event that such action is necessary;
- d) control all traffic to facilitate the movement of emergency vehicles;
- e) assist in the evacuation of buildings designated by the Community Control Group;
- f) ensure the protection of public and private property;
- g) advise the Coroner in the event of fatalities; and
- h) provide an Emergency Site Manager, if requested.

THE EMERGENCY SITE MANAGER

The Emergency Site Manager is responsible for the overall management and co-ordination of the emergency response at the site, and will include:

- a) establishing safety exclusion zones;
- b) ensuring that appropriate barricades and caution signs are placed in appropriate areas;
- c) sealing off the emergency area;
- d) evaluating and defining the hazard;
- e) establishing a command and a unified command post at the site;
- f) ensuring co-ordination of response agencies;
- g) developing a consolidated action plan;
- h) approving requests for ordering and releasing key resources;
- i) ensuring the establishment of a staging area, inner/outer perimeters and communications;
- j) arranging personnel shifts, and ensuring rest schedules are enforced in a pro-longed operation; and
- k) maintain a log of all actions taken.

EMERGENCY MANAGEMENT COORDINATOR OR ALTERNATE

The Emergency Management Coordinator or Alternate is responsible for:

- a) activating and arranging the Emergency Operations Centre,
- b) ensuring that security is in place for the EOC and registration of CCG members,
- c) ensuring that all members of the CCG have necessary plans, resources, supplies, maps and equipment,
- d) providing advice and clarifications about the implementation details of the Emergency Response Plan,
- e) supervising the Telecommunications Coordinator,
- f) ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross,
- g) ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference,
- h) addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs,
- i) maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.